

## ENVIRONMENTAL MANAGEMENT SYSTEM OPERATING PROCEDURE

### Objectives, Targets, and Programs

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**ATTACHMENTS:** None

## **A. PURPOSE AND APPLICABILITY**

The purpose of this Operating Procedure (OP) is to establish a uniform process for identifying objectives and targets to fulfill the Region's commitments established in its environmental policy and for achieving a desired level of environmental performance relevant to the significance of environmental aspect impacts that result from the Region's activities, products, and services (*e.g.*, processes), as identified using EMS 006.7210.01. Further, this OP establishes a uniform process for developing and maintaining management programs (MPs) to achieve the Region's environmental objectives and targets.

The Region's processes tend to be relatively stable and change slowly over time; thus, the significant aspects and their mapping to existing MPs is also stable. This means they will typically carry over from one EMS cycle to the next with emphasis placed on developing new objectives and targets to achieve higher levels of environmental performance within existing programs rather than creating new programs. New MPs will typically be developed if a new significant aspect emerges and/or the objectives and targets for an existing significant aspect cannot be met through an existing program.

This OP applies to all significant environmental aspects within the stated scope of the EPA Region 7 Environmental Management System (EMS).

## **B. DEFINITIONS**

All definitions may be found in the document titled *US Environmental Protection Agency Region 7 Safety, Health, and Environmental Management System Terms and Definitions* (SHEMS 007.9000.02) contained in the EMS Manual. For the purposes of this OP, the following terms apply:

- Activity, Product, or Service
- Continual Improvement
- Document
- EMS Coordinator
- Environmental Aspect
- Environmental Impact
- Environmental Objective
- Environmental Performance
- Environmental Policy
- Environmental Target
- Interested Party
- Legal and Other Requirements
- Management Program
- Operational Controls
- Record

- Senior Management
- Significant Environmental Aspect

## C. PROCEDURAL STEPS

### *Objectives and Targets*

1. The EMS Coordinator will consult with the Associate EMS Coordinator, MP Leads, and others (as appropriate), to develop a list of objectives and targets to achieve a specific level of environmental performance associated with each significant environmental aspect. Each significant aspect must have at least one objective and each objective must have at least one target associated with it.
  - a. In establishing the objectives, the EMS Coordinator will ensure the following are considered:
    - (1) Principles and commitments of the Region's environmental policy;
    - (2) Applicability of legal and other requirements identified using EMS 006.7210.04;
    - (3) Agency-wide objectives and targets passed down from HQ EPA;
    - (4) Potential effects achieving the objective may have on other Region processes;
    - (5) Views of interested parties;
    - (6) Applicability of technological options and their feasibility;
    - (7) Financial, operational, and organizational considerations including information from suppliers and contractors;
    - (8) Potential effects on the Region's public image;
    - (9) Findings from previous compliance/conformance audits and reviews; and
    - (10) Goals established within other Region 7 programs (*i.e.*, the Region 7 Strategic Priorities)
  - b. In establishing the target(s) for the objective(s), the EMS Coordinator will ensure they are:
    - (1) Specific
    - (2) Measurable
    - (3) Achievable
    - (4) Reachable
    - (5) Time-bound
2. The list of objectives and targets will first be reviewed and approved by the EMS Integration Team and the EMS Management Representative before being forwarded to the Region's Senior Management for their consideration and approval. The Senior Management may direct changes to some or all of the objectives and targets, taking into consideration the items listed

in Paragraph 1a above, as long as those changes do not violate the legal and other requirements that are applicable to the Region's activities or the Region's policy statement.

3. If changes to the list of objectives and targets are directed by Senior Management the list will be sent to the EMS Coordinator and the appropriate MP Lead for action. Once the changes have been made the list will again be made available to Senior Management for review and approval.
4. The approved list of objectives and targets, an EMS Document, are provided to the EMS Coordinator and MP Leads for implementation.
5. The EMS Coordinator will notify the EMS Management Representative and Senior Management prior to making substantial changes to the list of objectives and targets. Substantial changes include the creation or deletion of objectives and targets, but do not generally include changing completion dates. Completion dates established for objectives and targets are established as a "best guess" based on the assumed availability of resources and may be adjusted by consultation between the EMS Coordinator and individual MP Leads to account for changing circumstances.

### ***Management Programs***

1. MPs are created to achieve objectives and targets related to regulatory compliance significant aspects and to provide the framework for achieving objectives and targets that go beyond compliance to help "meet the needs of the present without compromising the ability of future generations to meet their needs."<sup>1</sup> If it is determined that a new MP is needed, the EMS Coordinator will create the appropriate program folders on the network in accordance with the most current version of SHEMS 006.7210.02, *Document Control*, identify the Program Lead, and train the Lead on their roles and responsibilities including creation of the MP Form as outlined below.
2. The EMS Coordinator and MP Lead will develop the MP form by completing the Management Program Form Template (EMS 006.2500.00). This form is a tool used by the Program Lead and the EMS Coordinator to identify the key parameters of the program and monitor progress toward completing the objectives and targets (Note: Completed templates are EMS Documents). The Management Program Form is completed as follows:
  - a. Complete the Administrative Data Fields (A, B, C, and D) of the Template.
    - (1) Enter the title of the program in the block at the top of the form.
    - (2) In Field A insert the name(s) of the significant environmental aspect(s) for which the program is being developed (*e.g.*, generation of air emissions).
    - (3) In Field B insert the appropriate document control code in accordance with the most current version of SHEMS 006.7210.02. Do not include the version number portion of the code.

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<sup>1</sup> United Nations General Assembly (1987) [\*Report of the World Commission on Environment and Development: Our Common Future\*](#). Transmitted to the General Assembly as an Annex to document A/42/427 - Development and International Co-operation: Environment.

- (4) In Field C insert the date the form is completed. This is also the date used in the top right corner of the document. Updates to information on the form are indicated by changing the date in Field C. If an update to the form is considered significant enough by the Program Lead to warrant updating the version number of the form, then the date in the top right corner would also be updated.
    - (5) In Field D insert the name, organization, and phone number of the person with overall responsibility for the program.
  - b. Complete the Basis for Management Program Development Fields (1, 2, 3, and 4) of the Template.
    - (1) In Field 1 list the objective(s) that are to be met through completing the program.
    - (2) In Field 2 list the target(s) that are to be met through completion of the program, the corresponding performance indicators that will be used to assess progress toward completing the program, the record(s)/document(s) associated with the performance indicator, and the name of the person responsible for the record/document along with where the record/document will be maintained. When the target is completed, fill in the date.
    - (3) In Field 3 describe the conditions and/or impacts associated with the significant environmental aspect that are avoided by implementing the program.
    - (4) In Field 4 list the specific legal and other requirements applicable to the significant environmental aspect that must be maintained and accounted for in the program.
  - c. Complete the Management Program Description Fields (5, 6, and 7) of the Template.
    - (1) In Field 5 insert a general description of the management program designed to achieve the EMS objective(s) and target(s).
    - (2) In Field 6 list the names and document control numbers associated with the operational controls already in place to maintain the significant environmental aspect(s).
    - (3) In Field 7 provide a description of the resource requirement(s) (financial, personnel support, equipment, etc.) above and beyond normal staff time that are needed to achieve the objectives and targets and their estimated costs.
  - d. Complete the Task Description and Remarks Fields (8 and 9) of the Template.
    - (1) In Field 8 insert a list of the key tasks, paired to a corresponding target, that are required to complete the target, the schedule for the tasks, and the individuals (name or title) responsible for them. Fill in the date completed column when the task is completed.
    - (2) In Field 9 provide any additional information relative to the completion of the MP such as reasons for updating the form, difficulties/successes, and other notes.
3. Achieving the objectives and targets, along with the completion of all tasks and maintaining and updating the MP form, is the responsibility of the Program Lead with assistance, as needed, from the EMS Coordinator.

- a. Progress towards completing the activities and achieving the objectives and targets should be annotated in the remarks section of the MP form (Field 9) in accordance with the most current version of EMS 006.7210.11, *EMS Monitoring and Measurement*.

#### **D. RECORDS MANAGEMENT**

This OP may result in the generation of EMS records. Any records created will be managed in accordance with the most current versions of SHEMS 006.7210.02, *Document Control* and SHEMS 006.7210.17, *Records Management*.

#### **E. QUALITY ASSURANCE AND QUALITY CONTROL**

The quality assurance and quality control (QA/QC) success of the objective and target identification process, as detailed in this OP, will be determined through the internal and external EMS conformance audit processes. Deficiencies noted during these audits will be managed through the Region's Corrective/Preventive Action Process as defined in the current version of SHEMS 006.7210.12.

#### **F. REFERENCES**

Current versions of the following references are assumed if no date is provided.

1. ISO 14004:2004(E); *Environmental Management Systems – General Guidelines on Principles, Systems, and Support Techniques*; November 15, 2004
2. US EPA R7, *US Environmental Protection Agency Region 7 Safety, Health, and Environmental Management System Terms and Definitions*, SHEMS 007.9000.02
3. US EPA R7, *Document Control*, SHEMS 006.7210.02
4. US EPA R7, *EMS Monitoring and Measurement*, EMS 006.7210.11
5. US EPA R7, *Corrective/Preventive Action Process*, SHEMS 006.7210.12
6. US EPA R7, *Records Management*, SHEMS 006.7210.17
7. US EPA R7, *Management Program Form Template*, EMS 006.2500.00